

~~SECRET~~

21 January 1955

MEMORANDUM FOR: [REDACTED]

25X1A2g

SUBJECT : Table of Organization

1. In connection with the final copy of the Management Staff Survey which I forwarded to you yesterday, I believe it would be well to move ahead in setting up the [REDACTED] structure in accordance with the organization outlined therein. The only thing remaining to be approved is the grade structure, although I see no reason to wait on that to begin putting people in the new positions and setting up the new channels of command. In other words, the organizational pattern, insofar as it relates to the position of each unit in the administrative complex, is now firm.

25X1A

2. Official personnel actions will be accomplished for all of OTR as soon as the grade structure has been approved.

25X1A9a

[REDACTED]

Executive Officer, OTR

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM: Executive Officer, OTR				TELEPHONE	NO. ED 4212 AR	
					DATE 21 January 1955	
TO	ROOM NO.	DATE REC'D FWD'D		OFFICER'S INITIALS	TELEPHONE	COMMENTS
1.			87 Feb.	Ⓟ		25X1A
2.		24	24	Perf.		
3.		SAN	SAN			
4.						
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